Faculty: FACULTY OF TELECOMMUNICATIONS AND MANAGEMENT
Department: GENERAL ENGINEERING
Professional Field: 5.13. GENERAL ENGINEERING
Specialty: DIGITAL PUBLIC ADMINISTRATION
Educational-qualification degree: BACHELOR

LEARNING COURSE DESCRIPTION

1. Course title: *GOVERNMENT AND ADMINISTRATION IN THE INTERNET ENVIRONMENT*
2. Course code: *B.48.007.2*
3. Type of the course: *Elective*
4. Level: *Bachelor*
5. Year of study: *First*
6. Semester: *First*
7. Number of credits: *3*
8. Name of the lecturer: *Assoc. Prof. Kostadin Jnkov Markov, PhD*
9. Course learning outcomes:

The aim of the course is to give students a systematic knowledge of basic (fundamental) knowledge in the field of public administration and administration in the Internet environment, as well as to know the structure and functions of public administration of different authorities and at different levels.

Students who have completed their training in the discipline must acquire:

Basic knowledge of the main European institutions and their administration; the system of the state bodies of the Republic of Bulgaria and the administration that supports them; the factors for the development of the administrative reform; the tools for quality management of the administrative activity; administrative reengineering and one of the tools for its practical implementation.

Practical skills for identifying unresolved problems, barriers and prerequisites of the Bulgarian administrative system; analysis of the normative framework for implementation of the legislation for the state administration; diagnostics of the degree of correspondence between the powers of the state body and the supporting administration; analyzing the basic principles of European integration, the competencies between the institutions and the administration.

Competences: After completing the course, students must have mastered the basic moments and stages of management in public administration and administration in the Internet environment and be able to make management decisions in practice related to digital administration, e-government and electronic documents.

10. Teachingmethods:

The material is presented in the form of a theory, which is accompanied by examples from management practice in public administration and practical exercises. Significant attention is paid to the discussions, examples and practical cases related to public administration.

11. Prerequisites:

Students should have in-depth knowledge in the field of Conventional Public Administration, Digital Public Administration, E-Government

Courses using the course are Public Administration and Administration in the Internet Environment, Social Security Systems and Digitalization, Public Management in the Digital Environment, The Human Factor in Public Administration and others.

12. Course contents:

The course deals with current topics related to the state in a changing world, e-government provided on the Internet, system of government, system of state bodies and their administration, institutions and administration of the European Union, legal framework of state administration, typology, functions and administration positions. Emphasis is placed on: administrative register, management and development of the state administration, Legislative power, Presidential institution, Constitutional Court and their administration, bodies and administration of the judiciary, bodies and administration of the central executive power, territorial. (decentralized and deconcentrated) bodies of the executive power and their administration. European requirements for the administrative reforms of the new twelve EU member states, barriers and factors for the reform of the Bulgarian administrative system, European programs to support administrative reform in Bulgaria, from reform to transformation of the administrative system, ensuring new quality of administrative services, systems for quality management of the administrative activity, administrative reengineering, the platform "Electronic management".

13. Bibliography

Basic literature:

1. Law on the Administration, SG, issue 130 of 05.11.98;
2. Law on Electronic Government, suppl. DV. no. 85 of 2 October 2020;
3. Electronic Document and Electronic Certification Services Act (Title amended, SG No. 85/2017);
4. Markov, K. Electronic Government and Digital Administration, Avangard Prima, 2022;
5. Markov, K., "Digital administration and approval of rules for work in a home office", Journal of Economic and Social Alternatives, issue. 4, pp. 142, 2021;
6. Pavlov, P. Public Administration and Administration in the European Context, University Publishing House, VFU "Chernorizets Hrabar" 2007.
7. Kandeva, Em. Public Administration. Ciela, S., 2008.
8. Kandeva, Em., B. Yordanov. Legal regime of the civil service. CIELA, S., 2002.
9. Pavlov, P., S. Mikhaleva. State power and state administration, IM of VFU "Ch. Brave ", 2008.
10. Pavlov, P. Public administration and administration in a European context. Guidelines for transformation. IM of VFU "Ch. Brave ", 2008.
11. Mihaleva, S. Tools for quality management of administrative activities. IM of VFU "Ch. Brave ", 2007.

Additional literature:

1. Regulations for application of the law on electronic identification, adopted by the Council of Ministers № 235 of 13.09.2016, Promulgated, SG, iss. 74 of 20.09.2016, in force since 21.11.2016;
2. Roadmap for implementation of the strategy for development of e-government in the Republic of Bulgaria for the period 2019-2023.
3. Strategy for development of e-government in the Republic of Bulgaria 2019 - 2023, March 2019
4. Updated strategy for the development of e-government in the Republic of Bulgaria 2019 - 2025, March 2021
5. Bachvarov, A. Information service management, Administration magazine, issue. 2/1993.
6. Gemini, G. Constitutionalism and democracy. UI "St. St. Cyril and Methodius ", Sofia, 2009.
7. Katsamunska, P. Models for competence management in public administration. Avangard Prima, S., 2008.
8. Kandeva, Em., I. Spiridonova-Hekt. Comparative public administration. Government and administration in other countries. CIELA, S., 2010.
9. Mihaleva, S. Administration of the Institutions of the European Union. IM of VFU "Ch. Brave ", 2008.
10. Mihaleva, S. The concept of "e-government" - a tool for improving the quality of administrative activities. Avangard Prima, S., 2008.
11. Stiglitz, J. Free fall: America, free markets, the crisis and those responsible for it. InfoDAR, S., 2011.

14. Assessment methods and criteria:

The discipline ends with current control. The individual and team work of the student during the semester is reported - current control during lectures and practical classes.

1. The final grade and requirements for forming the grade on the six-point scale

The grade in the course is formed by a point system, the maximum number of points that students can receive is 100 (see Table 1). They are formed by one practical assignment, developed in a team of several students, assigned by the lecturer of the course (according to topics from the syllabus) and two assignments in practical classes - presentation of course work (optional student of given areas, ie. topics on the syllabus) and practice for knowledge acquisition. With the assessment, which is formed by the received sum of points (from lectures and practical classes), ie. with current control, the student is formed according to pre-announced criteria.

Table 1.

Number of points	**Assessment According to the 6-point Scale System**
0 – 20	Fail 2 **(**F)
20 – 39	Fail 2 (FX)
40 – 49	Satisfactory 3.00 (E)
50 – 59	Satisfactory 3.00 (D)
60 – 69	Good 4.00 (C)
70 – 84	Very good 5.00 (B)
85 – 100	Excellent 6.00 (A)

15. Language of instruction: *Bulgarian*